

SURVEY OF AGENCY TRAINING

THIS NOT NORMAL TYPE OF MANAGEMENT SURVEY - NEITHER IS SUBJECT

1. The Management mission on this Survey
  - a. Requested by Director of Training
  - b. Not a procedural or time and motion study, but a basic finding of mission, functions and distribution of manpower.
    - (1) Org  
Staff pattern  
Workloads - to match assigned functions.
2. What we want to start
  - a. Each division, branch and comparable segment chief to list in writing:
    - (1) His activities in brief, as he does it, how much time he and his people spend at each task each week and each week that differs from another.
    - b. Part 2 - comments of good points and bad and comments for improvements recommended.
3. Morale factors and cause - effects, and cures.

FOR FUTURE

1. Training Overseas
2. Training within Projects
3. Training - within offices and segments of CIA with Director of Training knowledge and guidance - without.